VOTING PROCEDURES

- The voter enters the polling place.

- The election judge asks for identification. A voter doesn't need to show identification if an election judge personally knows the voter. If the voter doesn't have identification and isn't personally known to an election judge, the voter must vote a questioned/challenged ballot.

- An election judge checks the Master Voter Registration List to determine if the voter is registered to vote in the city.

- If the voter's name is on the MVR List, the voter signs the register and is given a ballot. If the voter's name is not on the MVR List, the voter is given a challenged/questioned ballot. (See challenged/questioned ballots)

- The voter enters a polling booth and marks the ballot. If the voter votes for the wrong person or spoils the ballot in some way, the voter can get another ballot. (Be sure to keep track of these spoiled ballots.) A voter is allowed only three ballots.

- A notation is made on the Master Voter Registration List that the original ballot was spoiled and destroyed. The number of the replacement ballot is entered on the Master Voter Registration List. It's important to keep track of the spoiled ballots so all the ballots can be accounted for when the polls close.

- When the voter is done voting, the ballot is put into a secrecy sleeve or simply folded so no one can see how the voter voted.

- The ballot is placed in the closed and locked ballot box. If the voter is voting a challenged/questioned ballot, the ballot is put in the challenged/questioned ballot envelope before being placed in the ballot box. (See challenged/questioned ballots)

- The voter exits the polling place.